

DATE: 12/07/2009

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00096348

B2009000287

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

Page: 1

VENDOR: ---

BUYER: AHolmes

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 1/07/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

12,13,14,15,16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME: _____

SIGNATURE: _____

(Must be signed here)

TITLE: _____

PRINT OR TYPE NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

TELEPHONE: _____

FAX: _____

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EMAIL ADDRESS: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR OFFICE SUPPLIES FOR ALL JEFFERSON PARISH DEPARTMENTS AND ALL AGENCIES AND MUNICIPALITIES		
1	100	PK	0010 - G1 - Calculator rolls 2-3/4in 1 part, 128 FT per roll high tensile strength and end of roll indicator NCR 997029 10 PER PACK No.22340 Sold by each only		
2	200	EA	0020 - G2 - Rectangular Waste Basket black sand Fire safe AV Steel 28qt. Safco 9616BL & 9616SA or equal		
3	25	EA	0030 - G2 - Rectangular Waste Basket 28 Quart firesafe Walnut Item No SAF9615WL		
4	100	EA	0040 - G3 - Binders pressboard data 14-7/8in X 11in minimum of 75 percent recycled materials - 25 percent post consumer waste ACC54071 thru 54079		
5	20	EA	0050 - G3 - Binders, pressboard data 9-1/2" X 11in contains a minimum of 75% recycled materials 25% post consumer waste ACC54112, 54113, 54114, 54115 and 54119		
6	50	EA	0060 - G3 - Binders, pressboard 11in X 8-1/2in centers, standard colors 75% recycled materials, 50% post consumer waste, ACCO 25971 thru 25979		
7	200	EA	0070 - G3 - Binders, pressboard 8-1/2in X 14in TYVEK reinforced hinges moisture resistance recycled 50% recycled material, 30% post consumer waste, 20PT presstex ACCO 19021, 19022, 19028		
8	100	EA	0080 - G3 - 1-1/2in D-Ring Binders 11in X 8-1/2in		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	200	EA	Wilson Jones 38334B		
			0090 - G3 - 1in D-ring binders 11in X 8-1/2in ACC80312		
10	150	EA	Wilson Jones 38314B		
			0100 - G3 - 2in D-ring binders 11in X 8-1/2in ACC80322		
11	200	EA	WLJ 38314B, 38314BL		
			0110 - G3 - 3in D-ring binders 11in X 8-1/2in ACC80332		
12	150	EA	WLJ 38349B, 38349BL		
			0120 - G3 - 4in D-ring Binders 11in X 8-1/2in		
13	100	ST	WLJ 38354B, 38354BL		
			0130 - G4 - Indexes, ring book, 11in x 8-1/2in one side gold mylar reinforced		
14	100	ST	A-Z, #11350		
			0140 - G4 - Indexes, ring book, 11in x 8-1/2in (8) tab one side clear mylar		
15	100	EA	reinforced #21381		
			0150 - G5 - ACCO Overlay Binders 1/2in ring.		
16	200	EA	WLJ W36213W		
			0160 - G5 - ACCO Overlay Binders 1in Ring. BY ACCO		
17	100	EA	Mfr WJ36214W		
			0170 - G5 - ACCO Overlay Binders 1 1/2in ring.		
18	100	EA	Mfr WJ36234W		
			0180 - G5 - ACCO Overlay Binders. 2in Ring O.D. BY ACCO		
19	100	EA	WLJ36244W		
			0190 - G5 - ACCO Overlay Binders, 3in Ring.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	100	EA	Mfr. #WJ36249W 0200 - G7 - Composition books wireless 50% recycled fibers, at least 10% post consumer, white paper 100 sheets Mead 09920		
21	300	EA	0210 - G7 - Two (2) subject notebook wirebound recycled of 50% waste paper at least 10% post-consumer 11in x 8-1/2in MEAD 06622		
22	250	BK	0220 - G7 - Message books, four per page, while you were out, 2-3/4 x 5 forms, 400 sets per book, book size 11 x 6. SC1154D		
23	250	BK	0230 - G7 - Message books, two per page, two across, while you were out, 2 forms per page (8-1/2 x 5) AdamsSC5803D		
24	500	BK	0240 - G7 - Message two-across, 4 forms per page, while you were out, (11 x 8-1/2) Adam SC1184P		
25	100	DZ	0250 - G7 - Message pads, while you were out, size 4 x 5-1/4 - pink, 50 sheets/pad 12 pack ADAMS SC9711D		
26	30	EA	0260 - G8 - Books-record 14-3/8in X 11-1/6in 52 line per page 150 pages Boorum & Pease 21150R		
27	100	EA	0270 - G8 - Books-record 150 pages 12-1/2in X 8in 20 lb bond paper, numbered pages, no units 37 lines per page Sold in pks of six		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
28	120	EA	66150R 0280 - G8 - Books-record 300 pages 12-1/2in X 8in 20 lb bond Sold in pks of six paper, no units, numbered pages 37 lines per page ESS6718300R		
29	25	EA	0290 - G10 - Bankers Box Stor/Drawer Steel Plus Drawer File, Check Size, 4 1/4in H x 9inW x 23 1/2inD Mfg #: 00302 Only sold by CT of 12		
30	200	EA	0300 - G10 - Bankers Box StaxonSteel, 10-1/2inH x 12-1/4inW x 24inD letter size Fellowes #00511 Only sold by CT of 6		
31	100	EA	0310 - G10 - File, drawer, legal 6ct, staxo Fellowes #00512 Only sold by CT of 6		
32	200	EA	0320 - G10 - Bankers Box fast fold R-kive storage boxes, 10inH X 12inW X 15inD Letter/Legal, Minimum of 59% postconsumer recycled material. Fellowes #01648		
33	500	EA	0330 - G10 - Perma Heavy-Duty String and button box with quickfold, 10inH X 15in W x 24in D, Legal Contains 65% postconsumer recycled fibers. #02226		
34	250	EA	0340 - G10 - Perma heavy-duty string and button box with quickfold, 10 1/4in H X 12in W X 24in D, Letter Contains 65% postconsumer recycled fibers. #02225		
35	400	BX	0350 - G13 - Binder clips, 1 1/4in width OIC 99050		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
36	500	BX	0360 - G13 - Binder clips, 3/4in width OIC 99020		
37	300	BX	0370 - G13 - Binder clips, 2in width OIC 99100		
38	2000	BX	0380 - G14 - Paper clips, metal, 100/bx jumbo, 25% post consumer recycled metal #85009		
39	1500	BX	0390 - G14 - Paper clips, metal 100/bx small - #1, 25% postconsumer recycled metal. #85001		
40	100	EA	0400 - G15 - Hardboard clipboards, brown 9in x 12-1/2in, 1in cap, #00895		
41	100	EA	0410 - G15 - Hardboard clipboards, board 9in x 15-1/2in #00896		
42	850	EA	0420 - G17 - Correction fluid, a full range of colors to match most popular paper colors. Spill resistant Papermate series Manufacturer: Sanford #56901 - Pink #57301 - Ivory 57001 - Blue 56601 - Ledger 57101 - Green		
43	200	EA	0430 - G17 - Liquid paper, all purpose correction pen, 7 ml. Sanford #56201		
44	300	EA	0440 - G17 - Correction fluid - bottles, multi fluid liquid paper. Formulated to match bond paper and other bright white paper.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
45	3200	EA	Sanford #56301 0450 - G17 - Correction fluid - bottles white - liquid paper - no substitute made in the USA Sanford 56401		
46	500	EA	0460 - G17 - Correction fluid - bottles just for copies - white - liquid paper no substitutes - made in USA Sanford 71001		
47	500	EA	0470 - G17 - Correction fluid - LP747-01 bottles - pen and ink liquid paper - no substitutes - made in the USA Sanford 74701		
48	200	EA	0480 - G18 - Papermate - refillable correction tape, Swingline 335; blue cartridge Sanford 80044		
49	200	EA	0490 - G18 - Papermate liquid paper dryline correction refill tape Sanford 80047		
50	200	BX	0500 - G21 - Envelopes, Brown Kraft clasp - (100/box) 6 x 9 WEV 08855		
51	50	BX	0510 - G21 - Envelopes, 10 x 13 Inter- departmental, #01375		
52	2010	BX	0520 - G21 - Envelopes, 10 x 13 manila clasp, WEV 08897		
53	50	BX	0530 - G21 - Envelopes, 10 x 13 Inter- departmental, string-tie/button style		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
54	200	BX	CO880 0540 - G21 - Envelopes, 10 x 15 manila clasp (100/box) - C0998		
55	125	BX	0550 - G21 - Envelopes, 12 x 15-1/2 manila clasp (100/box) CO910		
56	200	BX	0560 - G21 - Envelopes, 9 x 12 manila clasp (100/box) CO990		
57	150	BX	0570 - G21 - Envelopes, 9-1/2 x 12-1/2 manila clasp, C0993		
58	100	BX	0580 - G22 - Envelope, 7 1/2 x 10 1/2 clasp 32 lb. CO975		
59	50	BX	0590 - G22 - Envelopes, 10 x 15 manila clasp, 32 lb, CO798		
60	100	BX	0600 - G24 - Folders, hanging letter size made from 100% recycled fibers at least 15% post consumer waste standard green Earthwise ESS74517, 25 per box 1/5 cut.		
61	100	BX	0610 - G24 - Folders, hanging legal size made from 100% recycled fibers at least 15% post consumer waste standard green Earthwise (25/bx) 1/5 cut Smead 64155		
62	100	EA	0620 - G24 - Folders, SMD 13730 file classification 25 recycle pressboard mini 10% post consumer materials 4 section letter size. 10 per box Only sold box of 10		
63	100	EA	0630 - G24 - Folders, ACC 15026, file classification 25 pt recycle		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
64	500	EA	<p>pressboard min 10% post consumer materials 6 section letter size. 10 per box</p> <p>Wilson Jones 15026 Only sold in box of 10</p> <p>0640 - G24 - Colored file jackets, letter size reinforced, two-ply</p> <p>tab is 1/2in higher than front for indexing, 11 pt. recycled stock, contains at least 10% post-consumer material, 50 per box, 2in expansion. Colors: blue, green, red, yellow, white Sold only in box of 50</p> <p>Smead #75562 - Blue 75563 - Green 75569 - Red 75571 - Yellow</p>		
65	100	EA	<p>0650 - G24 - Expanding file SMD70425 Manila folders A-Z letter</p> <p>size, recycled minimum 10% post consumer waste.</p>		
66	100	EA	<p>0660 - G24 - Expanding Folder SMD70430 Manilla A-Z legal size,</p> <p>recycled minimum 10% post consumer waste.</p>		
67	40	BX	<p>0670 - G24 - Folder SMD18234 file pressboard legal size 2in expansion</p> <p>10in guideheight tab right of center, 1/3cut, 20 PT.</p>		
68	30	BX	<p>0680 - G24 - Folders SMD27110 file end tab legal size 2 pli tab</p> <p>straight cut.</p>		
69	20	BX	<p>0690 - G24 - Folders, SMD24110 file end tab letter size 2 pli tab</p> <p>straight cut.</p>		
70	75	BX	<p>0700 - G24 -Folders, file end tab letter size 2 pli tab 1/3 cut SMD64061</p> <p>SMD 64061</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
71	50	BX	0710 - G24 - Folders, SMD24130 file end tap 1/3 cut 2 pli tab letter size.		
72	50	EA	0720 - G24 - Expanding file folders, SMD 70469 Manila, 1-31 legal size recycled minimum 10% post consumer materials SMD70469		
73	200	BX	0730 - G24 - Folders, SMD15320, legal size, file vertical 1/2 cut, double top, 11 point manila (100/bx) 8 X 14.		
74	40	BX	0740 - G24 - Folders, SMD10326 letter size, file vertical 1/2 cut, double top, 11 point manila (100/bx) 8-1/2 x 11.		
75	500	BX	0750 - G24 - Folders, SMD15330, file vertical 1/3cut, double top, 11 point manila (100/bx) 8-1/2 X 14.		
76	300	BX	0760 - G24 - Folders, SMD10330, letter size, file vertical 1/3 cut, double top, 11 point manila (100/bx) 8-1/2 X 11.		
77	50	BX	0770 - G24 - Folders, Smead series letter size 2 pli top 11 pt stock folders, file vertical, 1/3 cut 100/bx various colors. SMD12234 GOLDEN ROD SMD12034 BLUE SMD12334 GRAY SMD12434 LAVENDER		
78	100	BX	0780 - G24 - Folders, SMD19534 file vertical manila with fastner in 1st position 1/3 cut legal size.		
79	70	BX	0790 - G24 - Folders, SMD19537 file vertical manila with fastner in		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
80	50	BX	1st and 3rd positions, 1/3 cut. 0800 - G24 - Folders, SMD19934 file pressboard 2in expansion recycle pressboard. (Fastners 1st and 3rd positions)		
81	100	BX	0810 - G24 - Folders, SMD18230 file pressboard legal size 1in expansion 1/3 cut.		
82	100	BX	0820 - G24 - Folders, SMD17034 series legal size 2 pli top 11 pt stock, file vertical, 1/3 cut 100/bx various colors.		
83	50	BX	0830 - G24 - Folders, manila 2-ply, 2 fastener, 1/3 cut, letter size, Bx of 50 SMD14537		
84	50	BX	0840 - G24 - Folders - 1 & 3, 1in expansion recycled pressboard, file pressboard legal size. (Fastner 1st and 3rd pos.) SMD19931		
85	1400	EA	0850 - G24 - File pockets, 3-1/2" expansion - made from 100% recycled fibers, at least 10% post consumer waste letter size (drop front flap) SMD73244 Only sold in box of 25		
86	1000	EA	0860 - G24 - File pockets, 3-1/2in expansion - made from 100% recycled fibers, at least 10% post consumer waste SMD74224 (Only sold in box of 25)		
87	2000	EA	0870 - G24 - File pockets, 5-1/4in expansion - made from 100% recycled fibers, at least 10% post consumer waste (drop front flap) SMD74234		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
88	40	BX	<p>Only sold in box of 10</p> <p>0880 - G24 - Folders, 745 series hanging letter size made from 100% recycled fibers, at least 15% post consumer waste. 25/bx 1/5 cut.</p> <p>SMD64060 BLUE SMD64059 ASSORTED SMD64062 BLACK SMD64073 MAROON SMD64063 GRAY SMD64057 NAVY BLUE SMD64066 PINK SMD64065 ORANGE SMD64064 LAVENDER SMD64072 PURPLE SMD64069 YELLOW</p>		
89	75	PK	<p>0890 - G29 - File folder labels, second letter label packages.</p> <p>Smead-ACCS SERIES A-Z</p>		
90	100	PK	<p>0900 - G29 - Label file folder, series - sheets</p> <p>AVE05202 WHITE AVE05203 GREEN AVE05204 PURPLE AVE05205 ORANGE AVE05206 LT. BLUE AVE05209 YELLOW AVE05211 BLACK</p>		
91	50	PK	<p>0910 - G29 - File folder labels, SPRMLFF30 laser printer, assorted colors</p> <p>per pack, 2/3 x 3 7/16</p> <p>Avery-8366</p>		
92	50	BX	<p>0920 - G29 - Labels, laser printer, 2 x 4 100</p> <p>sheets/box, 1000 labels per box</p> <p>Ave-5163</p>		
93	60	BX	<p>0930 - G29 - Labels, laser printer, size 1 1/3 x 4 1400</p> <p>labels per box.</p> <p>Ave 5162</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
94	40	BX	0940 - G29 - Labels, ACC ML2000 laser printer, size 4 x 1, 100 sheets per box, 2000 labels per box. Ave 5161		
95	100	BX	0950 - G29 - Labels, laser printer, 30 labels/sheet size 2-5/8 X 1. 100 sheets per box, 3000 labels per box. Ave 5160		
96	300	EA	0960 - G30 - Markers, #Sanford series Expo dry erase, chisel tip. Please list available colors: SAN83001 BLACK SAN83002 RED SAN83003 BLUE SAN83004 GREEN SAN83006 ORANGE SAN83008 PURPLE		
97	90	ST	0970 - G30 - Marker sets dry erase four-color chisel tip SAN80074		
98	350	EA	0980 - G30 - Highlighters Sandford 28025 Series List available colors		
99	1000	EA	0990 - G30 - Zebra Zazzle Fluorescent highlighters #Zeb74050, List available colors Yellow		
100	300	DZ	1000 - G30 - Highlighters Major accent broad 0.7MM chisel tip, SANFORD series SAN25006 ORANGE SAN25026 GREEN SAN25025 YELLOW SAN25009 PINK SAN25010 TERQUOIS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
101	1000	EA	SAN25019 LAVENDER 1010 - G30 - Markers SAN30001, 30002 series Please list available colors: Black,Red,Blue,Green		
102	1000	EA	1020 - G30 - Markers Wide tip felt assorted colors Marks-A-Lot permanent markers series. pack of four #30012 Please list available colors: Black,Red,Blue,Green		
103	100	DZ	1030 - G32 - Pads Scratch(5 X 8) 100 sheets per pad 50% recycle paper with 10% post consumer waste materials. Tops 58SP		
104	1000	EA	1040 - G32 - Pads Steno Gregg Ruled series, steno green 6 X 9 Top G69		
105	500	EA	1050 - G32 - Pads Steno Gregg Ruled series, Pastel Colors 6 X 9 80/pgs add Pastel colors steno ruled 5 Parco 1409 Series Topp -01408 WHITE 01409 BLUE 01411 PINK 01413 ORCHID		
106	450	DZ	1060 - G33 - Pads legal, ruled Tops Second Nature recycled writing pad 100% recycled paper with a minimum of 40% post-consumer fibers. Legal size 8 1/2 x 14 50 sheets per pad TOP 00865 - White TOP 00868 - Canary		
107	400	DZ	1070 - G33 - Pads, jr.legal white and canary pads,		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
108	400	DZ	<p>Tops Second Nature recycled writing pads, 100% recycled paper with a minimum of 40% post consumer fiber, memo size. 5 x 8, 50 sheets per pad 12 per pk</p> <p>National 00866 Canary National 00863 White</p> <p>1080 - G33 - Pads, letter size ruled. Tops Second Nature 100% recycled paper</p> <p>with a minimum of 40% post consumer fibers, 8 1/2 x 11. 50 pages per pad 12 per pack</p> <p>National 00864 - White National 00867 - Canary</p>		
109	300	PK	1090 - G34 - Pads, Post-it pop up Neon Colors 3 x 3 - recycled R330AN		
110	150	PK	1100 - G34 - Pads, Post-it pop up pads 3 x 3 recycled, 3M R330YW		
111	600	DZ	1110 - G34 - Pads, Post it notes 100% recycled paper 100 sheet pads 1-1/2 X 2 yellow 6539YW		
112	6000	EA	1120 - G34 - Pads, Post-it notes 3M654 100% recycled paper 100 sheet pads yellow 3 X 3. #19783		
113	2500	EA	1130 - G34 - Pads, Post-it notes 100% recycled paper 100 sheet pads 3 X 5 yellow . #19784		
114	1500	EA	1140 - G34 - Pads, Post-it notes 3M656 100% recycled paper 100 sheet pads 2 X 3 yellow #19775		
115	200	PK	1150 - G34 - Pads, Post-it note While You Were Out message pads		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
116	300	EA	<p>4 per pack</p> <p>#76794</p> <p>1160 - G34 - Pads, Post-it note 3M660RP 4 X 6 100% recycled yellow.</p> <p>Recycled paper Notes, lined, 100% total recycled content with 30% postconsumer recycled content</p> <p>#70402</p>		
117	500	PK	<p>1170 - G34 - Flags, Post it note 3M680 series</p> <p>LIST COLORS AVAILABLE Red, Blue</p> <p>680GN2 680RD2 680YW2 680BE2</p>		
118	500	PK	<p>1180 - G34 - Pads, Post-it ruled 3M660 series 4 X 6 100 sheet pad various colors.</p> <p>6605PKAST PACK OF 5</p>		
119	300	EA	<p>1190 - G35 - Pencils, Mechanical 5MM & 7MM - Pentel icy</p> <p>List Available Colors</p> <p>SAN66055 5MM</p> <p>SAN66057 7MM</p>		
120	1500	DZ	<p>1200 - G35 - Pencils, lead #1, 2, 2-1/2 & 3.</p> <p>Mfg. #Pap2099-1 2095-1B 2097-2 2098-2-1/2 2099-3</p>		
121	200	DZ	<p>1210 - G36 - Pens, Rolling Writer Pentel medium, RP100 Series</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
122	600	DZ	<p>12/box, assorted colors.</p> <p>R100A Black R100B Red R100C Blue R100D Green Sold by each</p> <p>1220 - G36 - Pens, Pilot better ball ballpoint medium or fine point</p> <p>List Available Colors Black,Red,Blue,Green</p> <p>Pilot 35011 Black 36011 Blue 38011 Green 39011 Purple 35701 Black 38711 Green</p>		
123	300	DZ	<p>1230 - G36 - Pens, Ball point better retractable, Pilot 30000 Series</p> <p>refillable</p> <p>PIL30001 Blue PIL30002 Red PIL30005 Black</p> <p>Sold by each</p>		
124	800	DZ	<p>1240 - G36 - Pens, Ball Point flexgrip Series medium</p> <p>or fine point list available colors Black,Blue,Red</p> <p>SAN85585 Black SAN85586 Blue SAN85587 Black SAN85588 Blue Sold by each</p>		
125	300	DZ	<p>1250 - G36 - Pens - Razor points UNI-BALL onyx carbide ball fine & ex-fine FAB 60040 series</p> <p>60145 BLUE 60144 RED 60143 BLACK</p>		
126	300	EA	<p>1260 - G36 - Sanford Uni-Ball Vision Rollerball Pens</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SAN60106 BLACK SAN60117 RED SAN60108 BLUE SAN60126 BLACK SAN60139 RED SAN60134 BLUE		
127	50	EA	1270 - G38 - Heavy-duty punch. Punches up to 45 sheets of 16 lb. paper. Features three adjustable punch heads, centering guide and a removable chip tray. Swingline SWI74357		
128	50	EA	1280 - G38 - Easy view two-hole punch Paper indicators for precise punching every time. Convient chip disposal prevents messy spills. Soft grip handle locks down for easy storage. Swingline #SWI 74055		
129	50	EA	1290 - G38 - Two-hole heavy-duty lever punch. Lever handle provides easier punching, up to 40 sheets of 20 lb. paper. Has adjustable ruled paper guide MAT 3275B		
130	400	EA	1300 - G43 - Standard stapler Swingline light duty desk stapler color: black Manufacturer #40501 staple capacity: 210 staples		
131	1000	BX	1310 - G43 - Staple, standard chisel point. All full strip standard staples Staples per strip: 210 Staples per box: 5000/box Leg length: 1/4in Swingline - SWI35108		
132	400	ROLL	1320 - G44 - Tape, premium heavy-duty packaging. 3.1 mil thick, 3in core. 2 x 55 yd. 3M 37102CR 37102TN		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096348

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
133	4000	ROLL	1330 - G44 - Tape, highland invisible tape. For permanent mending, holding and splicing. MMM6200341296		
134	20	PK	1340 - G47 - Iomega Zip Disks, 100 MB, pack of 3. Iomega 32603		
135	100	BX	1350 - G47 - Diskettes, 3 1/2, IBM format, DS/HD, neon colors, box of 10. Imation #IMN41483		
136	20	CS	1360 Envelope window standard 10-24 wove (2500 per case), Mfg: Signet		
137	1	CS	1370 Envelopes 10-24 white wove (2500 per case), Mfg: Signet		
138	1	CS	1380 Envelopes 9-24 white wove (2500/case), Signet Mfg: Signet		
139	1	ONLY	1390 - G48 - Discount Percentage from catalog list price on OEM inkjet and laser Cartridges vendor must quote a single percentage off of MSRP for Inkjet & Laser Supplies		
140	1	ONLY	1400 - G48 - Discount Percentage from catalog list prices for NON-CORE items		

(Note: Non-Core items are all items contained in the bidder's catalog not listed on the bid as -Core- items.)

Jefferson Parish will select at random twenty-five of the same items from each individual catalog and apply the discount given here. The total of these items will be added to the total of this bid to determine the low bidder.

Vendor Note

Vendor must supply most current catalog with this bid.

Vendor will be required to supply Jefferson Parish, at no cost, a quantity of his current catalog if awarded this contract.

Exclusions:

The following categories of items will NOT be secured from this contract:

Office & computer furniture, shelving, electronics, conference center boards, lectern & sound lectern, cameras, projectors, janitorial supplies, vacuums, safety items, typewriter and computer ribbons, copier, traffic matting etc., first aid kits, fans, flashlights, emergency lighting, batteries, hand tools, electrical accessories & tool boxes, ladders, carts & hand trucks, platform truck, storage cabinets, workstations, bins, security items, typewriters, computers, wood processors, cash registers, calculators and telephones and any items for which Jefferson Parish has an individual contract.
All Items should be available for immediate delivery.

WEBSITE INTERNET CATALOG INFORMATION:

The successful contractor shall have a browser-based shopping and ordering system with applicable contract pricing. The contractor shall devote adequate resources needed to implement their shopping/ordering system as a -punch-out- type contract and assure that it is operational upon award of contract.

Jefferson Parish would like the ability to: Add and delete users as needed, review orders that are placed by users, track orders placed by users, and to run Transaction Reports.

Contractor shall be responsible for training and manuals or instruction sheets specific to its shopping tool at no extra cost to Jefferson Parish.

Training is to be provided as needed or requested during the period of the contract.

Training locations may include a local agency site or Jefferson Parish training facility. The successful vendor shall meet with appointed personnel from the Jefferson Parish Purchasing Department for in-depth details for full implementation of the catalog website.

ON-LINE ORDERING:

Provide an on-line processing system for transacting business via a secured internet Web Site. The system must have full order and inquiring capabilities that are capable of processing, documenting, securing and reporting all data elements that are captured and processed. Data elements include, but are not limited to the following:

1. Customer Name
2. Customer Identifier (unique User Identification and Password)
3. Contract Number
4. Purchase Order Number
5. Name of Individual placing the order and Telephone number
6. Catalog stock number, item description, net unit cost, unit of measure, quantity
7. Extended and total dollar amounts
8. Shipping Information
9. Billing Information

Contract Volume Discounts: (Optional)

The contractor may elect to issue a volume rebate at the end of each contract period based on total sales against the contract for Parish Agencies. This volume rebate will not be considered by the Jefferson Parish Purchasing Department in the contract award; will not be used by the bidder as a basis for determining front-end prices of products required under this contract; or will not be used as an incentive to continue and/or renew the contract at the end of the contract period. If the contractor elects to provide a sales volume rebate, the rebate must be in the form of a check from the contractor made payable to Jefferson Parish and accompanied by a detailed sales volume summary.

Sales volumes exceeding \$ = %
of total sales volume

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE
ABOVE DATED MEETING OF THE BOARD
OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN
REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE